



## HOME INVESTMENT PARTNERSHIPS ACT (HOME) PROGRAM APPLICATION FOR THE 2012 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING  
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

*Promoting the Wise Use of Land • Helping to Build Great Communities*

**Organization Name:** \_\_\_\_\_

(Attach additional sheets if necessary)

**NOTES:** Please review the HOME regulations and contact the County HOME program staff before completing this proposal. HOME regulations, under 24 CFR Part 92, are available at [www.sloplanning.org](http://www.sloplanning.org) under "Federal HUD Grants."

**HMIS Reporting for 2012 homeless services, housing and shelter** - All homeless service providers applying for HOME funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in [http://www.hudhre.info/documents/FinalHMISDataStandards\\_March2010.pdf](http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf).

The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at [www.sloplanning.org](http://www.sloplanning.org). The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria described in the 2012 Request for Proposals one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

Applications can be mailed to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to [tnavarro@co.slo.ca.us](mailto:tnavarro@co.slo.ca.us).

**Applications will be accepted until close of business Monday, October 24, 2011. Hard copies of the original application must be PHYSICALLY received by 5:00 P.M. on October 24, 2011. POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

### CONTACT INFORMATION

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[SLOPLANNING.ORG](http://SLOPLANNING.ORG)

**1. Name and mailing address of organization, with contact person, phone and fax numbers, and e-mail address:**

Name:

Address (mailing and physical address requested if different):

Contact person/title

Phone:

Fax:

E-mail address:

Is the organization a Faith Based Organization?      Yes ☐      No ☐

**\*Organization's DUNS number:** \_\_\_\_\_

**2. Type of organization - public agency, nonprofit, for-profit, etc.:**

**PROJECT DESCRIPTION**

**3. Title/name/address of proposed project or activity:**

**4. Description of proposed project or activity and target population:** (Include the number of HOME assisted units and whether these units will be "floating" or "fixed" units.)

**5. General category of HOME-eligible project:**

- ☐ Homeownership – property acquisition
- ☐ Homeownership - development of new housing units
- ☐ Homeownership - acquisition of existing housing units
- ☐ Rental housing – property acquisition
- ☐ Rental housing - development of new rental housing (includes group homes)
- ☐ Rental housing - acquisition of existing rental housing (includes group homes)
- ☐ Rehabilitation of housing - rental or ownership (includes conversions)
- ☐ Tenant-based rental assistance (TBRA)

**6. Location of proposed project or activity:** (Check one or more the following areas and include a project location map of the subject property, if applicable).

- |  |  |
|--|--|
| <input type="checkbox"/> City of Arroyo Grande             | <input type="checkbox"/> City of Atascadero  |
| <input type="checkbox"/> City of Morro Bay                 | <input type="checkbox"/> City of Paso Robles |
| <input type="checkbox"/> City of San Luis Obispo           | <input type="checkbox"/> County-wide         |
| <input type="checkbox"/> Unincorporated community of _____ |  |

**7. Description of proposed project or activity, including schedule of milestones and description of how project will benefit the target population. For TBRA applicants, please describe how your organization(s) are working toward a coordinated system, including a timeline of when milestones will be met (i.e. completion of a coordinated intake form):**

## **BENEFICIARY DATA**

### **8. Persons the proposed activity is targeted to serve:**

- a.** Total number of low-income families (or persons) to benefit: (only low-income are eligible)
  
  
- b.** How many of them are very low-income:

## **FINANCIAL INFORMATION – SOURCES AND USES**

The budget should include all costs associated with the development of the project regardless of the funding sources. The budget line items may include, but should not be limited to: construction "hard" costs, soft costs (architectural, engineering, legal and appraisal fees), marketing costs, construction loan interest, developer fees, real estate taxes, insurance, all loan fees, building permits, relocation and consultant fees. Preliminary information may be submitted by the application deadline, but the County will require additional information at a later date.

**9. What is the total amount of HOME funds requested?**      \$\_\_\_\_\_

**10. Proposed HOME budget:** (Review HOME regulations, then list major categories of proposed expenditures by eligible cost category - for example, "site acquisition," "relocation," "construction," "home purchase financing")

### **11. Identify the source and amount of any non-federal funding committed to the project which qualify as local match under the HOME regulations:**

- a.** Commitment letters with all terms and conditions for all mortgages, grants, subordination agreements
- b.** Bridge (interim) loans

## 12. Identify uses of funds including: (Preliminary Estimates)

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I certify that the information in this application is true and accurate to the best of my knowledge and ability.

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Signature

Date

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Printed or typed name

Title

### **Note to applicant:**

Reporting of beneficiary data on a quarterly and year-end basis is required for HUD purposes.

Prior to HUD's release of grant conditions and/or funds for the HOME-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the HOME Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at [www.hud.gov/offices/cpd/environmental/lawsandregs/regs](http://www.hud.gov/offices/cpd/environmental/lawsandregs/regs).

The County will review all HOME applications to determine whether the proposed development costs are necessary and reasonable.

**\*If you are awarded HOME funds you must obtain a Dun and Bradstreet (DUNS) number that will be reported to HUD. Please contact Tony Navarro, (805) 781-5787, [tnavarro@slo.co.ca.us](mailto:tnavarro@slo.co.ca.us) for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.**

If you need assistance or have questions regarding this application, please contact Mr. Navarro.

# COUNTY OF SAN LUIS OBISPO HOME SUPPLEMENTAL BUDGET INFORMATION SHEET

## BUDGET FORM A

**For HOME applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the applicable project budget information.**

Financial considerations are key in assessing a project's ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-HOME, federal, state, county or private funding sources, (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget's accuracy, reasonableness and completeness in determining the financial needs of the project.

**Source of Funds.** Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs as this is not an eligible HOME costs for projects involving acquisition, construction or rehabilitation projects.

Description of Cost	Date Funds Available	Amount Requested	Approved - Secured	Total	% of Total Budge
<b>HOME Funds:</b> This Request					
Previous Award					
Previous Award					
<b>CDBG Funds:</b> This request					
Previous Award					
Other Federal Funds Source:					
State Funds Source:					
Private Funds:					
Private Funds:					
Private Funds:					
In-Kind Contributions: Labor					
In-Kind Contributions					
Other:					
Other:					
Other:					
Totals					<b>100%</b>

Comment on your entity's strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why HOME funds are being relied on solely to fund the proposed project.

# COUNTY OF SAN LUIS OBISPO HOME SUPPLEMENTAL BUDGET INFORMATION SHEET

## BUDGET FORM B

### Project Budget

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: \_\_\_\_\_

Project: \_\_\_\_\_

**Preliminary Budget:** List all funding necessary to complete the proposed project.

Description of Cost	HOME Funds Requested	Other Funds Requested	Funds from Existing Programs	Total
Appraisals				
Advertising				
Acquisition				
Architectural, Planning and Engineering				
Construction Document Preparation				
Surveying				
Permitting				
Relocation				
Demolition and Removal				
Hazardous Materials Abatement				
Landscaping				
Rehabilitation				
Building Construction				
Inspection				
Project/Construction mgmt.				
Other				
Other				
Totals				

Budget must be specific and reflect the applicant's financial commitment, including items paid for by other sources. This includes in-kind contributions and volunteer labor. It should not include amounts of administration. Indicate the circumstances/consequences of partial funding is awarded for this project.

Authorization:

\_\_\_\_\_  
Authorized Signature for Project

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name